**A foreigner intends to work under an employment contract when *the profession of foreigner is included in the list of professions lacking in the Republic of Lithuania by kind of economic activity***

**(Law on the Legal Status of Foreigners, Art. 44, pt. 1, para. 3)**

** An application form to issue a temporary residence permit in the Republic of Lithuania. *Application form is submitted using Lithuanian migration information system (MIGRIS);***

** A valid travel document (passport);**

****  **Employer's mediation letter number. Employer's mediation letter additionally must include**:

* **qualification of foreigner, current and former workplace (s) of the foreigner, where the foreigner has worked by the profession for the last 2 years, the period of his / her job (s) and duties. The employer has to make sure that the foreigner has documents confirming his / her qualifications (diploma, certificate, etc.) and at least one year of work experience by the qualifications over the last two years (workbook, certificate from current and / or former job etc.);**

***The application for mediation has to be submitted using the Information System of Public Services related to issuance, consultation, provision of personal and other documents to citizens of the Republic of Lithuania and foreigners (EPIS)*;**

****  ***If the foreigner's monthly salary in the mediation letter and the employment contract is less than* 1 minimum wage, a document confirming that the foreigner has sufficient funds and / or receives regular income sufficient for residence in the Republic of Lithuania. The amount of the foreigner's funds is assessed taking into account the level of cost of living in Lithuania which is determined by the Minister of the Ministry of Social Security and Labour of the Republic of Lithuania, which can be considered as a sufficient for residence in the Republic of Lithuania for a foreigner applying for a residence permit;**

**** **A document, confirming that the foreigner has living premises to declare his/her place of residence, the living space of which for one adult person that has declared his/her place of residence is at least 7 square metres, under the right of ownership or is using such premises under the basis of rent or lending, and if the said contract is drawn for a period that is not shorter than the period of validity of the temporary residence permit and is registered at the Public Institution Centre of Registers (Register of Real Estate), or an obligation of a legal person to provide the foreigner with a place of residence, which meets the defined requirements for a living space for the period of the validity of the temporary residence permit, confirmed with the signature and seal of a notary of the Republic of Lithuania, head of an elderate of a municipality of the Republic of Lithuania or an authorised state officer of the Migration Department, if the said legal person must have a seal;**

**or**

** a document, confirming that the foreigner has living premises to declare his/her place of residence, under the right of ownership or is using such premises under the basis of rent or lending, and if the said contract is drawn for a period that is not shorter than the period of validity of the temporary residence permit and is registered at the Public Institution Center of Registers (Register of Real Estate), or an obligation of a legal person to provide the foreigner with a place of residence for the period of the validity of the temporary residence permit, confirmed with the signature and seal of a notary of the Republic of Lithuania, head of an elderate of a municipality of the Republic of Lithuania or an authorised state officer of the the Migration Service, if the said legal person must have a seal; *and documents confirming that the employer is hiring foreigner for a job related to regular journeys on international routes, or that foreigner is sent to work in another Member State of the European Union or country which belongs to the European Free Trade Association under a contract to provide services or work in that country;***

** The certificate issued by competent institution of the foreign state (s), where the foreigner has lived before coming to the Republic of Lithuania or has been living for the last 2 years (except for cases, when the residence in a foreign state was shorter than 6 months in a period of 12 months) confirming that the foreigner has not been convicted, certificate must be issued *not earlier than 6 months* before the application for a temporary residence permit. If the foreigner presenting in the Republic of Lithuania, for the temporary residence in the Republic of Lithuania submits a valid national visa of the Republic of Lithuania with which he has arrived and intends to remain in the Republic of Lithuania, he may submit an application for a temporary residence permit with a valid criminal record(s) issued *not earlier than 1 month* before the date of receipt of the national visa of the Republic of Lithuania. If foreigner has been convicted, the certificate of conviction must indicate when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served.\*;**

** *If the state fee for the foreigner were paid by another person*: the extended payment order for the state fees made, which features the foreigner's that the fee was made for, name(s), surname(s) and personal code or date of birth *with a bank seal;***

**or**

**** ***If the application is urgent*: payment order for a state fee paid with a bank seal or a receipt (*it is also possible to make the payment during the application*).**

I checked that all the necessary documents for issuing a temporary residence permit have been submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (foreigner's citizenship, name(s), surname(s) and date of birth)

and I accepted / did not accept them:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (office title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name(s) and surname(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Documents regarding the issue of a temporary residence permit in the Republic of Lithuania may be submitted in Lithuania if the foreigner is legally in the territory of the Republic of Lithuania.**

**\*****A certificate of conviction stating that the foreigner has not been convicted may be given in the original English language or may be translated from other language to English, certified by an interpreter.**

**A certificate of conviction, which is not written in the original English language or which states**

**when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served, must be translated to Lithuanian language, certified by interpreter.**

**The certificate of conviction must be legalized or certified (Apostille),** **according to the procedure prescribed by legal acts, except for the certificate of conviction issued by:**

**- Ukraine, Russia, Estonia, Latvia or Moldova;**

**- foreign diplomatic missions or consular posts residing in the Republic of Lithuania;**

**- foreign diplomatic missions or consular posts residing abroad and accredited without any other country, including the Republic of Lithuania.**